

CREATING A PROFILE

STM is requiring all travelers, booking either with an agent or online, to have a profile housed in our TravelMate portal. This measure has been taken to avoid risk and prevent any fraudulent passengers from traveling under stolen or false credentials.

LOCATING YOUR TRAVELMATE TRAVEL PORTAL

Every Short's Travel client has a portal used to manage their relevant travel personal information from credit card information, personal information, to reward program numbers.

Locate your portal at: <https://www.shortstravel.com/stateks>

New Users: Select the "New User?"

- Fill out the new user registration form
- **Please enter your name exactly as it appears on your government issued photo ID**
- Email address – must be your state of KS email address
- Username: Recommended that you use your state email
- Agency & Division is a required field

STATE OF KANSAS INFORMATION

Agency & Division

Once your request is submitted an introductory email will follow with additional instructions.

Please note some user requests may require approval.

Create your profile at your earliest opportunity to allow time to complete before booking travel is needed.

MANAGING YOUR PROFILE

Once you have successfully logged in, you will be directed to the Home page. From the tabs across the top of the screen, select "My Profile".

From here you can verify that all of your information has been stored correctly. You can also:

- Add email addresses to be copied on itineraries
- Manage travel preferences
- Manage rewards program numbers
- Manage forms of payments


